

*Definition of the Domain  
for Summative Evaluation*

# Sociovocational Integration Services

**SVI-1025-1 Work Management Skills**

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for Summative Evaluation**

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## SVI-1025-1 Work Management Skills

Formation professionnelle et technique  
et formation continue

Direction de la formation générale  
des adultes

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**PROGRAM:** Sociovocational Integration Services

**SECTION 1.2.5:** Work Habits

**COURSE:** SVI-1025-1 Work Management Skills

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## 1. INTRODUCTION

This definition of the domain for summative evaluation describes and classifies the essential and representative elements of the *Sociovocational Integration Services* program and, more specifically, of the course entitled *Work Management Skills* (SVI-1025-1). It is based on the program's organization guide, but should by no means replace the guide itself. It takes into account the diversity of local organizations and the implementation of local projects, while ensuring that all summative evaluation instruments are consistent with the overall program. It is an essential tool for developing summative evaluations that are in line with instructional planning.

The definition of the domain for summative evaluation is used to prepare examinations that are valid from one version to another, from year to year, and from one school board to another, taking into account the division of responsibilities shared by the Ministère de l'Éducation, du Loisir et du Sport and the school boards.

## 2. PROGRAM ORIENTATIONS AND CONSEQUENCES FOR SUMMATIVE EVALUATION

### Orientations

1. "Sociovocational integration involves every dimension of the students,"\* including physical, intellectual, emotional, spiritual and social dimensions. Education must target the whole person, including personal, career and social experience and goals.
2. "Sociovocational integration enables students to learn to learn,"\* i.e. to know their own personal way of learning, realize their intellectual potential, facilitate their personal and social development and vocational integration, interact with their environment and broaden their vision of the world.
3. "Sociovocational integration permits students to become familiar with and to make use of the social, political and economic environment,"\* i.e. to promote and use the natural network of relationships and the environment.
4. "Sociovocational integration is an ongoing, permanent process"\* in a job market in which people are constantly evolving.

### Consequences

1. This definition of the domain for summative evaluation takes only cognitive skills into account; socioaffective skills are dealt with by means of formative evaluation.
2. The evaluation should verify the students' ability to use their critical judgment, generalize their learning, seek meaning in their experiences and learning, solve problems and integrate new information.
3. The evaluation should verify the students' familiarity with their environment at the end of the course and their ability to use the available resources.
4. Taking into account the local situation, the evaluation should verify the level of correspondence between, on the one hand, the students' ability to reproduce and transfer their learning without help and, on the other hand, their choice of vocational integration training suited to their preferences, their abilities and their continuing education and training needs.

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\* Québec, Ministère de l'Éducation, Direction de la formation générale des adultes, *Program: Sociovocational Integration Services* (Québec: Gouvernement du Québec, 2002), p. 1-3.

### 3. COURSE CONTENT

#### 3.1 Theme

- **Development of self-control in stressful situations**
  - Techniques for controlling stress acquired or improved during the course
  - Strengths and weaknesses with respect to self-control in stressful situations
  - Ways of improving their control over feelings related to stress

#### 3.2 Skill

- **Understanding**

Identifying techniques for controlling stress acquired or improved during the course, and giving reasons for their choices

Identifying their strengths and weaknesses with respect to self-control in stressful situations, and explaining their answer

Identifying ways of improving their control over feelings related to stress, and giving reasons for their choices





## 5. EXPLANATION OF THE CONTENT AND WEIGHTING

The expected outcome for course SVI-1025-1 involves a theme and skill that can be weighted according to their complexity.

The theme and skill for summative evaluation have been selected from among those considered essential for achieving the expected outcome of the course: “**ensure self-control in everyday life.**” This theme and skill have been selected and weighted in accordance with the prescribed specifications, participation criteria and second-level operational objective.

Thus, the students come to **understand** the development of self-control in stressful situations.

Emphasis is placed on the students’ ability to:

Content	Explanation of Content
<ul style="list-style-type: none"> <li>- Identify techniques for controlling stress acquired or improved during the course, and give reasons for their choices</li> </ul>	Because of: <ul style="list-style-type: none"> <li>- the potential for seeking meaning in their learning</li> </ul>
<ul style="list-style-type: none"> <li>- Identify their strengths and weaknesses with respect to self-control in stressful situations, and explain their answer</li> </ul>	Because of: <ul style="list-style-type: none"> <li>- the use of critical judgment</li> </ul>
<ul style="list-style-type: none"> <li>- Identify ways of improving their control over feelings related to stress, and give reasons for their choices</li> </ul>	Because of: <ul style="list-style-type: none"> <li>- the potential for transferring learning</li> </ul>

The theme and skill are weighted as follows:

<b>Theme</b>	100%	<b>Skill</b>	100%
Development of self-control in stressful situations		Understanding	

## 6. OBSERVABLE BEHAVIOURS

Weighting of items

↓

Numbers in the table of dimensions

↓

1)

- 16%      On the basis of hypothetical situations simulating stressful work situations used during the course, identify:
- two techniques for controlling stress acquired or improved during the course (4% per technique)
- For each of the techniques identified, give a reason for their choice (4% per reason).
- Criteria:**
- Appropriate techniques identified
  - Coherent reasons given
- 56%      On the basis of the hypothetical situations and the learning acquired during the course, identify:
- two strengths with respect to self-control in stressful situations (7% per strength)
  - two weaknesses with respect to self-control in stressful situations (7% per weakness)
- For each of the strengths and weaknesses identified, explain their answer (7% per explanation).
- Criteria:**
- Appropriate strengths and weaknesses identified
  - Coherent explanations given
- 28%      On the basis of the learning acquired during the course, identify:
- two ways of improving their control over feelings related to stress (7% per way)
- For each of the ways identified, give a reason for their choice (7% per reason).
- Criteria:**
- Appropriate ways identified
  - Coherent reasons given

## 7. DESCRIPTION OF THE EXAMINATION

### 7.1 Type of Examination

The examination required for the summative evaluation can be written or oral, and consists of three parts.

**Part I** of the examination focuses on “techniques for controlling stress acquired or improved during the course,” and must not exceed 15 minutes. It is administered at a time deemed appropriate by the school. Students are permitted to use course notes and other information.

**Part II** of the examination focuses on “strengths and weaknesses with respect to self-control in stressful situations,” and must not exceed 30 minutes. It is administered at the end of the course. Students are permitted to use course notes, the list of learning acquired during the course and other information.

**Part III** of the examination focuses on “ways of improving their control over feelings related to stress,” and must not exceed 30 minutes. It is administered at the end of the course. Students are permitted to use course notes, the list of learning acquired during the course and other information.

It may be possible to develop more than one item per observable behaviour. In this case, the marks awarded can be divided among the items, provided that the relative weight of the observable behaviour is taken into account.

### 7.2 Partnership

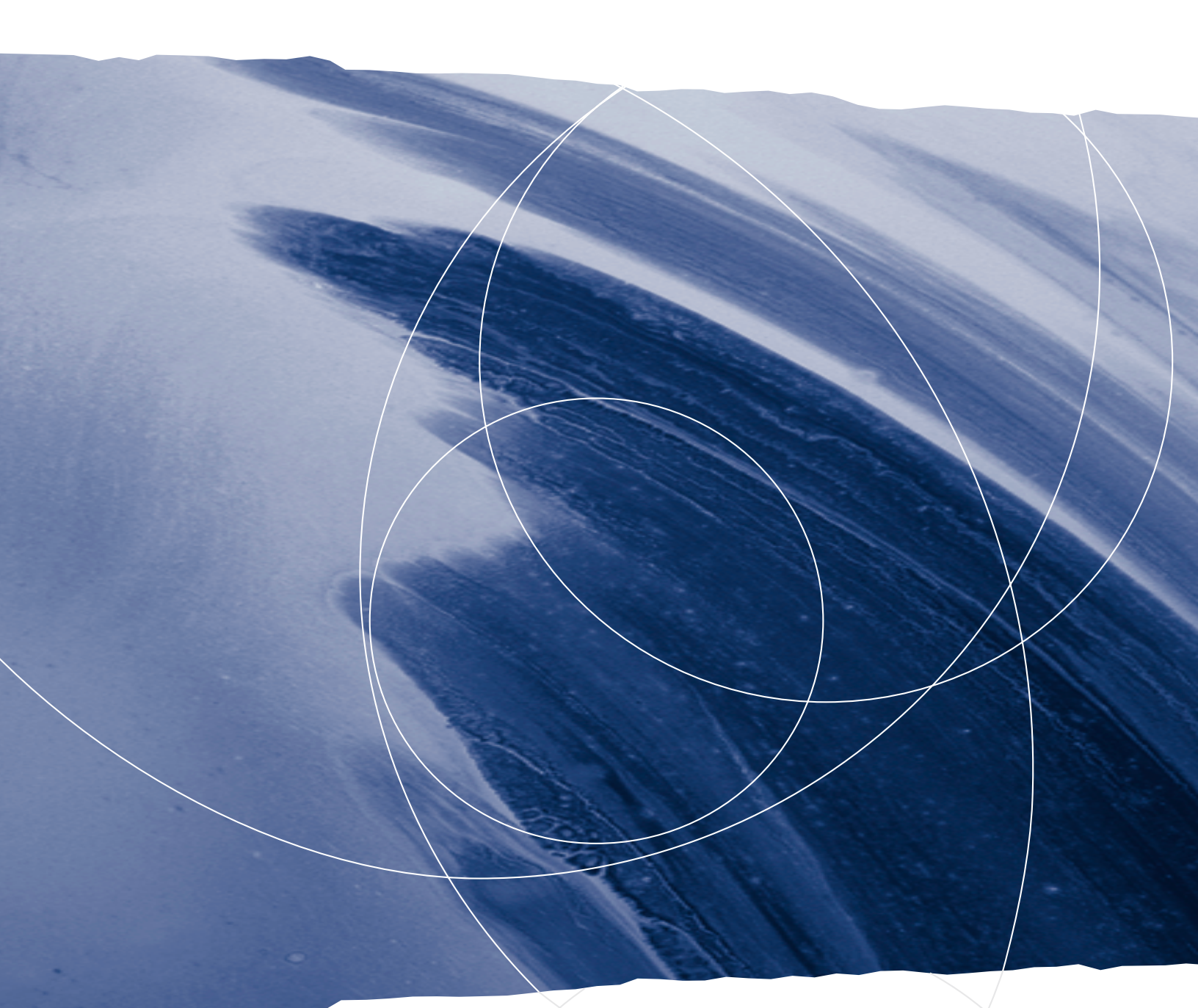
Partners inside or outside the school may participate in the summative evaluation process.

### 7.3 Type of Result

The result obtained may be expressed as a “pass” or “fail,” or as a mark. The pass mark is set at 60% for the entire examination. The results must be transmitted in accordance with the rules set out in the *Administrative Manual for the Certification of Studies in General Education for Adults and in Vocational Training*.

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